

## Purpose

In accordance with *The Licensed Practical Nurses Act* (the LPN Act) and Regulation, student practical nurse (SPN) registration is mandatory for all individuals enrolled in a College of Licensed Practical Nurses of Manitoba (CLPNM) Board-approved practical nurse (PN) education program. This fact sheet will provide you with an overview of the application process and the necessary requirements.

## Initial SPN Application

In order for the CLPNM to process an initial SPN application, you (the applicant<sup>1</sup>) must supply the following documents and fee to the CLPNM:

- An accurate and complete SPN application form
- Payment of fees
- Suitability checks issued within the last six months
- Proof of identity, such as a copy of a valid Manitoba driver's licence or Canadian passport

Please note that if you have ever been educated as a nurse outside of Manitoba and/or have ever been registered with a regulatory body, inside or outside of Manitoba, you must declare this information upon applying for your SPN registration. Failing to disclose information honestly and accurately could be seen as an attempt to gain registration fraudulently, which could negatively impact your eligibility for ongoing registration with the CLPNM.

For more information about the required suitability checks, please refer to the CLPNM's Fact Sheet on Suitability Checks accessible on the CLPNM website [here](#). Please note, if your criminal record identifies an adverse or positive result, or positive result on an abuse registry check, further documentation will be required in order to determine your eligibility for SPN registration.

Please note that the CLPNM will accept the submission of your suitability checks and proof of identity digitally or via Canada Post. Please click [here](#) for information on how to digitally submit these documents. If you choose to submit documents via Canada Post, they must be originals or, if a photocopy, must be notarized by a Notary Public.

As per the CLPNM By-Laws, no official registration decision will be made or communicated to you if you fail to supply a valid SPN application; consequently, when no registration decision has been made, there is no ability to appeal your matter to the CLPNM Board of Directors.

## SPN Fees

Please see the CLPNM Board-Approved Fee Schedule, accessible on the CLPNM website [here](#), for current SPN registration fees. If an accurate and complete application is not received by the CLPNM within four weeks of your PN program start date or program re-entry date, a late filing fee and registration assessment fee will be applied to your application. Please note that this assessment may take up to eight weeks and could further interfere with your ability to apply for graduate practical nurse registration. Furthermore, without graduate practical nurse registration,

---

<sup>1</sup>All applicants applying for student registration and/or renewal must meet the criteria for student registration as outlined in *The Licensed Practical Nurses Act* (C.C.S.M. Chap. L12), the Licensed Practical Nurses Regulation (27/2002) and the CLPNM By-Laws.

you would not be eligible to sit the Canadian Practical Nurse Registration Examination (CPNRE), and any missed CPNRE writing opportunities due to a registration reassessment will be counted as a failed attempt.

## Duration of SPN Registration

SPN registration directly corresponds with the start date of your practical nurse education program, and it is only valid for a maximum of twelve consecutive months. For example, if classes begin September 4 but your SPN application is approved in November, your SPN expiry date will be September 3 of the following year. Once you hold SPN registration, you are then eligible to renew your registration annually, as described below under SPN Renewal.

As an SPN, you are expected to report any changes to your name, contact information, and/or enrolment status to the CLPNM within 30 days of the change, as per Article 3 of the CLPNM By-Laws. You must also report any voluntary withdrawals from the program and/or any changes to your cohort or class intake. If you cease to be enrolled in a PN program, either by choice, academic shortfall, or program completion, your SPN registration is immediately expired.

If you are enrolled in a Board-approved PN education program but have yet to be approved for SPN registration, you are not entitled to hold yourself out as an SPN. Any unauthorized SPN practice or use of the protected title of practical nurse when not eligible may be subject to the penalties/discipline procedures set out in the LPN Act, Regulation, and the CLPNM By-Laws.

Current SPN registration status can be verified at any time by accessing the Public Register found on the CLPNM website ([www.clpnm.ca](http://www.clpnm.ca)) under the Find an LPN link. Please note that the CLPNM does not issue paper registrations.

## SPN Renewal

SPN registration is renewed annually, as per sections 12(2) and 20 of the Licensed Practical Nurses Regulation. Prior to the initial SPN expiry date, eligible renewal applicants will receive a notice by email to the email address on file with the CLPNM. This email will provide your renewal deadline and instructions for renewing online; therefore, it is imperative that the CLPNM has your current contact information on record. Students enrolled in a PN program must renew their SPN registration within four weeks of the cohort start date or additional fees may apply. Please note that if you joined a cohort already in progress, your registration expiry will follow that of that cohort, regardless of the date you re-entered. All SPN renewal applicants are encouraged to confirm their expiry dates and registration status on the CLPNM Public Registry.

## SPN Responsibilities

As a registrant of the CLPNM, you are expected to adhere to the CLPNM's Standards of Practice, Code of Ethics, and Practice Directions; moreover, you must follow the direction outlined in the CLPNM By-Laws. For further information about your professional obligations and responsibilities, please visit the CLPNM website ([www.clpnm.ca](http://www.clpnm.ca)).

## Further Information

Any questions related to SPN registration can be emailed to [info@clpnm.ca](mailto:info@clpnm.ca) or directed to the CLPNM Registration Department by phone at 204-663-1212 or 1-877-663-1212 toll free.